

Parks and Recreation Department

Administrative Assistant

FLSA Status: Non-Exempt

General Definition of Work

Performs intermediate skilled administrative support work, preparing and maintaining department information and providing administrative support, and related work as apparent or assigned. Maintains park and recreation webpages on the City's website. Work is performed under the limited supervision of the Parks and Recreation Director. Work hours for this position are 7:30 a.m. to 4:30 p.m. Monday through Friday with 1 hour for lunch. Hours are subject to change due to work demands or as needed.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

- Provides administrative support for the department
- Creates quarterly summary reports, City Council communications, and other department reports
- Researches and responds to requests for information on park site inquiries, trail access permits, special event applications and Geo-Cache permits
- Researches grant opportunities
- Maintains and updates park department webpage on the City's website
- Creates and updates promotional materials for park department including Parks and Trails Brochures, Bike Loops Brochure and others as they become necessary
- Handles park shelter rentals and maintains calendars
- Maintains department files
- Analyzes and prepares written and computer data
- Prepares agenda items and packets for weekly staff meetings
- Prepares agenda items for City Council meetings and Board of Works and Safety
- Reviews park policy and ordinances for routine and necessary revisions
- Assists with establishing yearly department goals and objectives
- Prepares department's annual performance goal forms
- Assists with park events or programs as required
- Assists with Westfield in Bloom and other park department volunteer groups
- Presents ideas effectively, both orally and in writing
- Attends necessary training as defined by Parks and Recreation Director
- Completes other duties as assigned by supervisor

Knowledge, Skills and Abilities

General knowledge of standard office practices, procedures, equipment and office assistance techniques; general knowledge of business English, spelling and arithmetic; general knowledge of City, departmental programs, policies and terminology; ability to read and understand moderately detailed policies, procedures, ordinances, resolutions, state statute, site plans and other job related materials; thorough knowledge of state forms grant applications and state program rules; general knowledge of deeds and legal descriptions of property; ability to make arithmetical calculations; ability to operate a variety of office and computer equipment and produce documents and correspondence; ability to follow oral and written directions; ability to establish and maintain effective working relationships with associates and the general public.

Education and Experience

High school diploma or GED, supplemental college course work preferred with 3-5 years of experience or equivalent combination of education, training and experience that provides the requisite knowledge, skills and abilities for this position. Preferred Certified Park and Recreation Professional.

Physical Requirements

This work requires the frequent exertion of up to 10 pounds of force; heavy lifting requirement up to 75 pounds; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work requires close vision, ability to adjust focus, depth perception and color perception; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; operating machines and observing general surroundings and activities; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Valid Driver's license in the State of Indiana

Preferred Certified Park and Recreation Professional

CPR Certified